

REQUEST FOR RESPONSE

GENERAL INFORMATION

The terms of 801 CMR 21.00: Procurement of Commodities and Services is incorporated by Reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00. Additional definitions may also be identified in this RFR. All **terms, conditions, requirements, and procedures** included in this RFR must be met for a Response to be determined responsive. If a Bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified.

Unless otherwise specified in this RFR all communications, responses, and documentation must be in **English**, all measurements must be provided in **feet, inches, and pounds** and all cost proposals or figures in **U.S. Currency**. **All Responses must be submitted in accordance with the specific terms of this RFR.** No electronic Responses may be submitted in response to this RFR.

Bidders are prohibited from communicating directly with any employee of the Procuring Department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the Contact Person for this RFR in the event this RFR is incomplete or the Bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

The Procurement Team Leader may provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified Bidders with disabilities or other hardships. Bidders requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the Procurement Team Leader. The Procurement Team Leader reserves the right to grant or reject any request for accommodation.

All responses and information submitted in response to this RFR are subject to the Massachusetts **Freedom of Information Law**, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Any statements reserving any confidentiality or privacy rights in submitted Responses or otherwise inconsistent with these statutes will be void and disregarded.

The Commonwealth makes **no guarantee that any Commodities or Services will be purchased** from any Contract resulting from this RFR. Any estimates or past procurement volumes referenced in this RFR are included only for the convenience of Bidders, and are not to be relied upon as any indication of future purchase levels.

Unless otherwise clearly stated in this RFR, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFR to any manufacturer or proprietor or to constitute an endorsement of any good or service, and the Department may consider clearly identified offers of substantially equivalent goods and services submitted in response to such reference.

If a Bidder is unable to meet any of the specifications required in this RFR, the Bidder's Response must include an alternative method for meeting such specification by identifying the specification, the proposed alternative and thoroughly describing how the alternative achieves substantially equivalent or better performance to the performance required in the RFR specification. The Department will determine if a proposed alternative method of performance achieves substantially equivalent or better performance.

The goal of this RFR is provide the best value of Commodities and Services to achieve the procurement goals of the Department. Bidders proposing alternatives which provide substantially better or more cost effective performance than achievable under a stated RFR specification or Bidders that propose discounts, uncharged Commodities and Services or other benefits in addition to the RFR specifications may receive a preference or additional points under this RFR as specified.

All Responses must be presented using the same numbering and ordering sequence used in this RFR or as otherwise specified.

Costs which are not specifically identified in the Bidder's Response, and accepted by a Department as part of a Contract, will not be compensated under any Contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders responding to this RFR.

If this RFR has been distributed electronically using the Comm-PASS system, it shall be the responsibility of every Bidder to check Comm-PASS for any addenda or modifications to this RFR. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to Bidders who fail to check for amended RFRs and submit inadequate or incorrect Responses. Potential Bidders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files.

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Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized modifications may disqualify a Response.

All Bidders will be required to complete, execute and return the following two(2) documents:

1. All Bidders must complete, execute and return the **Commonwealth Terms and Conditions** attached to this RFR. If the Bidder has already executed and filed the **Commonwealth Terms and Conditions**, please indicate this in your Response. **The Commonwealth Terms and Conditions shall be incorporated by reference into any Contract for Commodities and Services executed pursuant to this RFR.** A Bidder is required to execute the **Commonwealth Terms and Conditions** only once.
2. All Bidders must also complete, execute and return the **Standard Contract Form** as follows:
 - ____ (a) as the cover sheet to their Response. Failure to return a completed and executed **Standard Contract Form** will disqualify the Bidder's Response.
 - ____ (b) upon selection for Contract negotiation and execution.

By executing **the Standard Contract Form**, the Contractor certifies under the pains and penalties of perjury that it has submitted a Response to a Request for Response (RFR) issued by the Department and that this Response is the Contractor's offer as evidenced by the execution by the Contractor's authorized signatory, that the Contractor's Response may be subject to negotiation by the Department, and that the terms of the RFR, the Contractor's Response and any negotiated terms shall be deemed accepted by the Department and included as part of the Contract upon execution of **the Standard Contract Form** by the Department's authorized signatory.

Purchasing Department: **Operational Services Division**
State Surplus Property Office

Address: One Ashburton Place, Room 1017, Boston, MA 02108

Telephone #: (617) 720-3146

Fax #: (617) 727- 4527

E-Mail or Internet Address:

RFR File Name/Title: Vehicle Auctioneer Services

RFR File Number: 01-SSPO-1

Procurement Team Leader/Contact Person: Paul A. Guerino

Procurement Management Group/Category:

1. Description Or Purpose Of Procurement:

The Operational Services Division, State Surplus Property Office (SSPO), on behalf of the Commonwealth of Massachusetts is soliciting bids from qualified auctioneers to conduct auctions to sell vehicles and other related equipment throughout the State of Massachusetts. SSPO has conducted State public auctions for vehicles and related equipment since 1985, and has held an average of 12 to 14 auctions per year. The amount of vehicles and related equipment sold at each public sale range from 40 to 120 pieces. Receipts from past auctions vary from \$10,000.00 to \$130,000.00, depending upon the amount, type and condition of the vehicles and equipment.

2. Acquisition Method:

_____ Outright Purchase x Fee For Service _____ License

☐ Tax Exempt Lease Purchase (TELP) ☐ Lease Purchase ☐ Term Lease

Rental (not to exceed 6 months) _____ Other (specify): _____

3. Whether Single Or Multiple Contractors Are Required For Contract(S)

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☒ Single Contractor ☐ Multiple Contractors

4. Whether Single Or Multiple Departments Will Be Able To Use

☒ Only Procuring Department May Contract Under RFR
☐ Option to Allow Other Departments\Political Subdivisions to Contract Under RFR
☐ Statewide Contract ☐ Multi-Department User Contract ☐ Pre-Qualification List

5. Expected Duration Of Contract (Initial Duration and Any Options to Renew)

Initial Duration: ☐ one-time purchase; ☐ months; ☒ 2 year(s)

Renewal Options:(indicate number):

☐ options to renew for: ☐ months each option

☒ options to renew for: ☒ 3 year each option

Any contract resulting from this RFR will be a two (2) year contract. An option to exercise three (3) one (1) year contract extension periods, each including a twelve (12) month price review, will also be included as part of the overall contract term upon mutual agreement of the contract manager and the auctioneer.

6. Anticipated Expenditures, Funding Or Compensation For Expected Duration

(Optional) Estimated Value of Procurement (Including Anticipated Renewal Options):\$

☐ Contract will have a Maximum Obligation Amount.

☒ Contract will NOT have a Maximum Obligation Amount, (Rate Contract).

☐ Subject to Quotes by Pre-Qualified List of Contractors.

Will Federal Funds be used to fund and part of Contract(s)? ☒ NO, ☐ YES (If YES, to what extent?)

7. Indicate Contract Performance And Business Specifications:

AUCTIONEER REQUIREMENTS

Vendor or the person who conducts the auction must have at least three (3) years experience, prior to the RFR due date, as a licensed auctioneer who has experience performing vehicle auctions.

Vendor or the person who conducts the auctions must be registered with the Division of Standards, in accordance with Mass. Gen. Law. C. 100 S.2, to conduct auctions in Massachusetts.

Vendor or the person who conducts the auction must be bonded.

AUCTION PREPARATION

The Auctioneer will be assume full responsibility for:

- All travel expenses to and from auction sites for Auctioneer and the Auctioneer's staff.
- All costs associated with advertising the auction. Unless specified otherwise by the Commonwealth, the auctioneer will be required to advertise in one major Boston newspaper on the Sunday and at least once during the week prior to the auction day.
- Conducting a physical inventory of all items to be sold no later than 10 days prior to each auction. This will consist of gathering all pertinent information such as: State plate number, year, make, model, vehicle identification number (VIN), mileage, condition of vehicle, and all other needed information. The auctioneer will be required to evaluate those vehicles involved in accidents to determine if a salvage title will be required.
- Generating and sending a computerized list of all items to be sold to SSPO no later than Five (5) working days prior to auction. The information shown on list will be specified by SSPO.

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- Creating auction lists for the public. Auction lists must be available to the public on the day of public viewing (day prior to auction) of the equipment for sale.
- Mailing out auction flyers to approximately 600-700 established customers no later than Ten (10) calendar days prior to the auction. Auctioneer will be required to keep an up-to-date list on established customers and report any additions to SSPO.
- Providing and be familiar with the use of NADA books and related publications.
- All expenses associated with auction supplies including, but not limited to: paper, postage, envelopes, sales slips, auction listings, auction registration cards, bidder contract cards, Item Identification slips (usually attached to item to be sold), calculators, electrical extension cords, and pens. The auctioneer will also be required to provide auction signs using a minimum of 6 inch letters directing buyer to sales site from road. Signs will include registration signs, auction parking signs, and vehicle title instructions signs.

DAY PRIOR TO AUCTION

Public Viewing/Political Subdivision Sale

The auctioneer will prepare and set-up the auction according to the following method:

- Affix item cards to motor vehicles and pieces or pallets of related equipment that will be sold.
- Both vehicle list and titles must be checked for accuracy (vehicle id numbers, odometer, readings, year, make, model, etc.).
- Enter the correct odometer readings on all vehicle titles.
- Place all titles and vehicle keys into envelopes. Envelopes must be clearly marked with vehicle information.
- Will provide a minimum of 150 auction flyers for the general public on the viewing day and a minimum of 200 auction flyers on the day of sale.
- Answer general questions that may be raised by bidders and the public.
- Will supply sealed bid documents (supplied by SSPO) to political subdivisions that wish to place a bid on vehicles or related equipment slated to be auctioned the next day. SSPO will be responsible for analyzing all bids submitted by political subdivisions, and will make the decision if the bids will be accepted. If a bid is accepted from a political subdivision, the amount of the sale will be added to the total amount of the auction receipts.
- | | | |
|----------|---------------------------------------|--------------|
| Example: | Total of Public Auction = | \$ 42,000.00 |
| | Total sale to Political Subdivisions: | 1,500.00 |
| | Grand Total of Auction Receipts: | \$ 43,500.00 |
- Auctioneer will remain at the auction site during the hours of public viewing (9:00 A.M. TO 3:00 P.M.).

DAY OF AUCTION

The auctioneer will be responsible for:

- Providing all personnel needed to conduct the auction to the satisfaction of the Commonwealth. Depending on the type of vehicle auction that will be performed (start-up or drive through), a minimum of 8 to 12 people (excluding auctioneer) will be required to work each auction.
- Providing an auction vehicle equipped with a public address system capable of addressing outdoor groups of up to five hundred (500) people. The system must be audible within 250 feet in all directions. The auctioneer will also provide 2 way radios to communicate all sales information between the auction area and office. Radios must have the capability to transmit at least ¼ mile.
- Providing, at no extra cost to the Commonwealth, at least one State Police officer for security reasons. This officer must appear no later than one hour prior to the auction and must be stationed in the location where monies will be exchanged. The officer, under no circumstances, will be dismissed until all accounts have been balanced, deposit slips made out and monies secured in

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bank bag. The officer must then accompany the SSPO representative to the nearest copy machine where all checks will be copied and he will then accompany SSPO representative to the bank. Only when these duties are performed will the officer be dismissed.

- Registering all bidders according to rules set forth by the Commonwealth.
- Completing all sales slips on all motor vehicles and related equipment sold at each auction.
- Recording buyer information on the back of each title, including, date of sale, name and address of buyer, and vehicle mileage at the time of sale.
- Completing all bidders contract cards and have them signed by the high bidder immediately after an item has been sold.
- Recording the high bidder's number and sale price of each item sold onto auctioneer cards in the Auctioneer's own handwriting.
- Verifying all monies received at each auction, and prepare bank deposit slips. Any discrepancy on auction monies must be resolved before leaving sale site.
- Conducting all auctions in good faith.
- Preventing any perspective bidder from participating in an auction due to reasons such as bounced checks from past auctions, failure to pay for purchased items, inappropriate behavior before, during and after an auction, or any deed or action that impedes the running of the auction. SSPO will provide auctioneer with current list of barred bidders. It is the responsibility of the auctioneer to keep this list current and report additions to the list to SSPO as soon as possible.
- Making all reasonable efforts to maximize the prices received on all items auctioned under this Contract.
- Making all auction cards readily available for inspection by the Commonwealth.
- Relinquishing all auction registration cards, auctioneer cards and contract cards to SSPO at conclusion each auction.

Additional Information:

The State Surplus Property Office will provide the auctioneer with the following:

- A secure area to perform all clerical duties on the day prior to the auction and on day of auction.
- A certificate of title for each vehicle auctioned.
- One State employee who will represent the Commonwealth on the day of auction. The Auctioneer must understand that this representative will be there in a advisory position only, and will not be required to work the auction.

The Commonwealth designates **Paul Guerino, Program Coordinator**, to act as Contract Officer. He or his Successor to this role, will act to ensure the Contract provisions and scope of services are being adhered to and will work with the Auctioneer to facilitate the performance of the Contract.

The location, date, and time of each auction will be at the discretion of SSPO.

Payment Terms

All revenue generated from each auction will be received by the Commonwealth, and the Vendor shall be compensated with ten (10) business days following each auction.

Additional Terms and conditions

Vendor Bid Price

The Bid Evaluation Committee will award points to an auctioneer based on the lowest percentage for each category of auction receipts. The lowest bidder will receive **0-50 points**. The next lowest bidder will receive 10% less in points or a point reduction of 7.0 points. The same formula will continue for all succeeding bidders.

Vendor Experience & References

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For the purpose of evaluation, auctioneers must submit with their response three (3) references for whom auctioneer services has been provided within the last year. It is mandatory that each auctioneer complete the attached Business Reference Form for each reference and return it with your RFR. References will be judged on a scale of **0-50 points** based on reference results.

Evaluation Criteria

| | |
|---------------------------------|------------|
| Auctioneer's bid price: | 50 points |
| Vendor Experience & References: | 50 points |
| Total maximum points | 100 points |

Award will be made to the lowest responsive bidder who meets all the requirements on this RFR.

Alternate Auctioneer

At any time during the length of this contract, including option years, the primary auctioneer can not meet the requirements stated in this RFR, the Commonwealth will seek the next lowest responsive bidder to act as an alternate auctioneer. If this occurs, the alternate auctioneer must understand that all duties and responsibilities for conducting auctions listed on this RFR will remain in effect.

8. Instructions For Submission of Responses: (Where and How to Submit Responses, Format, Medium and # Copies of Responses)

All responses to this RFR must be submitted in a sealed envelope clearly marked 97-SSPO-1- and addressed to:

Operational Services Division
State Surplus Property Office
One Ashburton Place, Room 1017
Boston, MA 02108

Please submit one (1) original and one (1) copy of your RFR. All pertinent parts of this RFR including the Standard Terms and Conditions, Request for Verification of Taxation Reporting Information (W-9 form), and the Commonwealth of Massachusetts Standard Terms and Conditions must be signed and dated. Failure to comply with this requirement may be cause for bidder disqualification.

These forms can be found in the Standard documents section of the COMM-PASS Vendor Information page:

www.COMM-PASS.com

9. DEADLINE FOR RESPONSES Or Procurement Calendar:

Indicate Deadline Date: __Friday, June 8, 2001

Indicate Deadline Time: ____2:00 P.M. _____

Will a Bidders Conference be offered? __x__ NO ____ YES (Indicate Date, Time and Place):

Will Opportunity for Written Questions be Offered: ____ NO __x__ YES (Indicate Deadline Date, Time and Place):

Deadline for Written Inquires: Friday, May 25, 2001

Deadline for Replies to Written Inquires: Friday, June 1, 2001

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RFR SSPO-1-97 AUCTIONEER SERVICES COST TABLE

Please specify the percentage of sale price charged to the Commonwealth for each auction:

| | |
|---|----------------------------------|
| * (Minimum) \$ 10,000.00 _____ % | 10,001.00 to 15,000.00 _____ % |
| 15,001.00 to 20,000.00 _____ % | 20,001.00 to 25,000.00 _____ % |
| 25,001.00 to 30,000.00 _____ % | 30,001.00 to 35,000.00 _____ % |
| 35,001.00 to 40,000.00 _____ % | 40,001.00 to 45,000.00 _____ % |
| 45,001.00 to 50,000.00 _____ % | 50,001.00 to 55,000.00 _____ % |
| 55,001.00 to 60,000.00 _____ % | 60,001.00 to 65,000.00 _____ % |
| 65,001.00 to 70,000.00 _____ % | 70,001.00 to 75,000.00 _____ % |
| 75,001.00 to 80,000.00 _____ % | 80,001.00 to 85,000.00 _____ % |
| 85,001.00 to 90,000.00 _____ % | 90,001.00 to 95,000.00 _____ % |
| 95,001.00 to 100,000.00 _____ % | 100,001.00 to 105,000.00 _____ % |
| 105,001.00 to 110,000.00 _____ % | 110,001.00 to 115,000.00 _____ % |
| 115,001.00 to 120,000.00 _____ % | 121,001.00 to 125,000.00 _____ % |
| 125,001.00 to 130,000.00 _____ % | Over 130,000.00 _____ % |

* ***If total auction receipts are less than 10,000.00, the minimum commission will be paid.***

Please Note: Accumulative percentages will not be paid. Auctioneer will be compensated at the percentage of the total auction receipts only.

Name of Vendor: _____

Address: _____

City, State: _____ Zip Code: _____

Signature: _____

Name: _____

Title: _____

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AFFIRMATIVE ACTION PLAN FORM (Required for Large Procurements - Employers Only)

Bidder: _____

RFR Name/Title: _____

RFR Number: # _____

Pursuant to Executive Orders 227, 237 and 246, any Contract with a potential financial benefit of \$50,000 dollars or more (Large Procurements) require a Bidder to submit an Affirmative Action Plan. The format for Affirmative Action Plans shall be determined in accordance with the Executive Orders and the Procuring Department's secretariat, if the secretariat specifies a format. **If a format has not been specified by the Department's secretariat, Bidders will be required to complete either A. or B. below:**

A. BIDDER MUST ATTACH A COPY OF AFFIRMATIVE ACTION PLAN TO RFR RESPONSE.

OR

B. BIDDER MUST COMPLETE THE FOLLOWING CERTIFICATION OF AFFIRMATIVE ACTION PLAN.

IN WITNESSTH WHEREOF, the Bidder certifies under the pains and penalties of perjury, that as an employer, it is committed to non-discrimination in employment and if selected to execute Contracts with the Commonwealth of Massachusetts shall also be committed to procure Commodities, Services and supplies from certified minority and women-owned businesses enterprises, businesses owned by individuals with disabilities and businesses owned and controlled by socially or economically disadvantaged individuals, both in the performance of Contracts with the Commonwealth of Massachusetts and in the performance of its business generally, as certified by the execution of this certification by an authorized signatory of the Bidder as of the last date indicated below.

X: _____
(Signature of Authorized Signatory of Bidder)

PRINT NAME: _____
(Print Name of Authorized Signatory of Bidder)

TITLE: _____
(Print Title of Authorized Signatory of Bidder)

DATE: _____

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MINORITY BUSINESS ENTERPRISE PARTICIPATION FORM

Bidder: _____

RFR Name/Title: _____

RFR Number: # _____

Minority Business Enterprises (MBEs) are encouraged to submit responses to this RFR. This RFR may allow additional points for SOMWBA certified MBE Bidders; and Bidders using SOMWBA certified subcontractors to provide at least _____% of the total amount stated in the Response.

Any minority-owned business may apply to SOMWBA (State Office of Minority and Women-Owned Business Assistance) for certification, and SOMWBA certified MBEs will be placed on the Bidder list published by SOMWBA. For further information on SOMWBA MBE qualifications or access to SOMWBA MBE Bidder lists, contact SOMWBA at: 100 Cambridge Street, 13 Floor, Boston, MA 02202 Telephone # (617) 727-8692.

The Bidder must check the appropriate space(s) below, and attach a copy of the current MBE certification(s) for all SOMWBA Certified MBEs indicated.

1. The Bidder is a SOMWBA certified MBE _____ yes _____ no
2. Each Subcontractor listed below is a SOMWBA certified MBE _____ yes _____ no
3. List MBE Subcontractors and amounts to be provided by each MBE Subcontractor

\$ _____

\$ _____

\$ _____
4. Total amount to be provided by MBE Subcontractor(s) \$ _____

The Department intends to monitor MBE participation, and may require the Bidder to demonstrate MBE participation under any Contract resulting from this RFR. Failure of the Bidder to provide the total level of MBE participation as indicated on this attachment shall be a material breach of any Contract resulting from this RFR.

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BUSINESS REFERENCE FORM

Bidder: _____

RFR Name/Title: _____

RFR Number: # _____

The Bidder must provide(indicate number) _____ business references.

Reference Name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference Name: _____ Contact: _____

Address: _____ Phone # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference Name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

References will be contacted to confirm the Bidder's abilities and qualifications as stated in the Bidder's Response. References from the Procuring Department shall not be accepted for references. The Department may deem the Bidder's Response un-responsive if a reference is not obtainable from a listed reference after reasonable attempts.

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CONTRACTOR AUTHORIZED SIGNATURE VERIFICATION FORM

Bidder: _____

RFR Name/Title: _____

RFR Number: # _____

→ A. **PROOF OF BIDDER OR CONTRACTOR SIGNATORY AUTHORIZATION TO EXECUTE CONTRACTS ON BEHALF OF BIDDER :**

- | | |
|--|---|
| <input type="checkbox"/> Massachusetts Corporation (Domestic) | <input type="checkbox"/> Non-Mass Corporation (Foreign) |
| <input type="checkbox"/> Non-U.S. Corporation (Alien) | <input type="checkbox"/> Not-For-Profit Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Public Authority (M.G.L. C. 29, §1) | |
| <input type="checkbox"/> Municipality, County, City, Town, District, Commission or other Local Governmental Entity | |
| <input type="checkbox"/> Private Non-State University (State Universities must follow 815 CMR 6.00 and use an ISA) | |

The term "Bidder" below applies to Bidders completing this form as part of an RFR Response. A Bidder will not be considered a Contractor until a Standard Contract Form has been executed by the Bidder and accepted by the Department and executed.

For any Contract with an anticipated value that equals or exceed \$50,000 dollars, or as required in Response to a Request for Response (RFR), the Bidder must complete the following section and **attach** proof that the individual signing a Contract is authorized to execute a Contract on behalf of the Bidder. **Individuals** require **only** a notarized signature in Section B. below. A certification for a **Corporation** may be made below by the corporate clerk with the corporate seal (a Clerk may not self-certify signature if the Clerk is also the President) or by an attached certified copy of a board of directors vote stating that the signatory is authorized to execute contracts on behalf of the corporation. An attached certification for a **partnership** must document that the signatory to execute contracts on behalf of the partnership. **Other entities** must attach proof of the signatory's authorization to execute contracts on behalf of the Bidder.

If the documentation attached by a corporation, partnership or other entity does not contain an example of the signature of the authorized signatory, the signatory must have his/her signature notarized below in Section B.

→ B. **NOTARIZED BIDDER/CONTRACTOR SIGNATURE:**

For any Contract with an anticipated value that equals or exceed \$50,000 dollars, or as required in Response to a Request for Response (RFR), OR if the Bidder is an Individual OR the Bidder's attached certification for Section A above DOES NOT contain an example of the Bidder's signature, the individual executing a Contract on behalf of the Bidder must have his/her signature above notarized. The signatory may not self-notarize his/her signature but must have independent notarization of his/her signature.

I, _____ as a notary public certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory on behalf of the Bidder , and the individual's identity was verified, on this date: _____, 19 _____. My commission expires on:

AFFIX SEAL HERE:

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AUTHORIZATION FOR ELECTRONIC FUNDS PAYMENT

WHAT SHOULD A DEPARTMENT DO TO PROCESS A PAYEE'S REQUEST TO RECEIVE PAYMENT VIA ELECTRONIC FUNDS TRANSFER (EFT)?

Electronic funds transfer (EFT) allows for payments to be made to Contractors electronically. It is the preferred method of payment for all payees doing business with the Commonwealth. A new Contractor should always be encouraged by the department to receive payment electronically. It saves the Commonwealth money and can be more efficient for the payee. When a department initiates a new business relationship with a payee this question should always be asked.

Registering a Contractor for EFT payment is now the responsibility of the department doing business with that payee. The Contractor should complete and return to the department the "Authorization For Electronic Funds Payment" form, which follows. This form contains the banking information that the department must enter on the Vendor Update (VU) Transaction screen.

Departments should follow the steps listed below:

1. Departments will enter the required EFT information on the Contractor Update (VU) screen.
2. After the Contractor has been approved by CTR, MMARS alerts Treasury to the fact that an EFT Contractor request has been entered.
3. The Treasury initiates a pre-note process, similar to a test run, of the EFT process, to ensure that the electronic transfer will work correctly. This takes 15 days to complete.
4. If there is no problem, the EFT payment process is enabled.
5. If there is a problem, there are two options:
 - A. In some cases, TRE will be able to correct misinformation and process the EFT request. The Contractor Banking Status Table (VBST) will be updated with a 'Y' in the "Notice of Change" field. If the banking information has been corrected the department may have to update their own internal system when applicable.
 - B. In other cases, TRE will not be able to fix the information. Departments must monitor the VBST table, for any rejected EFT and changed requests. The VBST screen contains the "Electronic Commerce Status Flag". If the value for your department Contractor is "R" for Reject, either the Pre-note on the "EFT" has rejected for the Contractors shown on that table. The department should contact the Contractor to resolve the problem.

Availability of Electronic Funds Transfer (EFT) for Payees

In order to facilitate the Contractor's use of this technology, on the next page is the Authorization For Electronic Funds Payments form which can be given by Departments to Contractors. Contractors should then return the form to the Department so the following data can be entered on the Contractor Update (VU) transaction.

- o Bank Transit Routing Number
- o Bank Account Number
- o Type of Account (Checking or Savings)

Having the Contractor attach a voided check to the form may be helpful to the Department in ensuring the accuracy and completeness of the information.

To complete the EFT initiation process, Contractors need to contact their bank and inform it that they will be receiving their payments by EFT. The bank receives EFT payments through their Automated Clearing House (ACH) service. It is then up to the bank to provide that detailed payment description information for the payee.

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COMMONWEALTH OF MASSACHUSETTS AUTHORIZATION FOR ELECTRONIC FUNDS PAYMENT

"I, _____, hereby authorize the Department noted below, through the State Treasurer, to deposit funds due into the account at the bank named below. The State Treasurer is also authorized to debit my account only to adjust any over deposit which it has caused to be made to my account."

This authorization will remain in effect until either canceled in writing or an updated form changing information is sent to: (Department Name and Address and Contact)

Contractor Bank Name: _____

Contractor Bank Transit Routing Number: _____

Contractor Bank Account Number: _____

Checking Account ☐ Savings Account ☐ (Please Check Account Type)

Contractor Tax Identification Number: _____

Contractor Name: _____

Contractor Contact Name: _____

Telephone: () _____

Address: _____

City: _____ State: _____ Zip: _____

AUTHORIZED SIGNATURE: _____

Print Name and Title: _____

DATE: _____

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CONSULTANT CONTRACTOR MANDATORY SUBMISSIONS FORM

[COMPLETE THE FOLLOWING ONLY FOR M.G.L. C. 29, §29A
Consultant Contracts. (Object Codes "HH", "NN")]

Bidder: _____

RFR Name/Title: _____

RFR Number: # _____

Additional Income Disclosure. *The following amounts represent any contracts, grants or other income due from the State, any political subdivision or public authority, during the period of a Contract. (Complete information below or Check "0" here if: _____ none or See ATTACHMENT _____).*

Disclosure of Persons with Financial Interest. *Pursuant to the provisions of M.G.L. C. 29, §29A and C. 7A, §6., the following is a list of names of all persons having a financial interest in a Contract, including persons with more than one percent (1%) interest in the capital stock of the Contractor: (Complete information below or CHECK here "0" if: _____ none or See ATTACHMENT _____)*

Key Personnel *A Resume or Statement of Qualifications is attached for all Key Personnel specifically named as assigned to the performance of a Contract. CHECK here "0" if: _____ none; or See ATTACHMENT _____)*

REQUEST FOR RESPONSE

REFERENCE REVIEW FORM **[Use as many Additional Pages as Necessary]**

RFR Name/Title: _____

RFR Number: # _____

Bidder: _____

Reference: _____ Phone: _____

Date & Time: _____

Interviewer: _____

1. Bidders ability to provide required Commodities or Services?
Excellent Good Fair Poor
2. Bidders reputation , ethical approach , and integrity in performance?
Excellent Good Fair Poor
3. Bidders organizational approach (reporting, internal controls, use of staff)?
Excellent Good Fair Poor
4. Bidders interpersonal skills overall (communication, leadership, thoroughness, diligence)?
Excellent Good Fair Poor
5. Are you aware of any substantiated complaints against the Bidder?
Yes (Explain below) No Other

6. Were there any significant achievements by the Bidder? _____

7. Would you rehire or recommend the hiring of this Bidder? _____

Additional Questions:

Additional Comments: _____

REQUEST FOR RESPONSE